

Anness A



Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Phlebotomist/Phlebotomy Technician

UFFIĊJU TAD-DEPUTAT PRIM MINISTRU U MINISTERU GĦAS-SAĦĦA
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. jaqra r-rikjesti tal-persuna klinika u jidentifika l-kontenituri xierqa tal-kampjuni li huma mehtiega għat-testijiet li ġew mitluba;
- ii. jiġbor kampjuni tad-demmi li jinkludu Blood Cultures minghand pazjenti fil-kontenituri xierqa u jitikkettja l-kampjuni mod korrett;
- iii. juża s-sistema tal-IT tal-isptar / faċilità għall-kura biex jara u jirrikonoxxi r-rikjesti għal venepuncture u jipprintja t-tikketti mehtieġa u d-dokumentazzjoni tagħhom;
- iv. jwettaq b'mod preċiż venepunctures u skin punctures, jassigura kampjuni xierqa għall-itestjar (e.ż.: jevita haemolysis), kif ukoll josserva l-prekawzjonijiet tas-sigurtà kollha neċessarji;
- v. jwassal l-ispecimens lill-laboratory reception kemm jista' jkun malajr wara li jingabru;
- vi. jwettaq dmirijiet f'oqsma kliniċi differenti kif assenjat u ddeterminat skont l-esiġenzi tas-servizz;
- vii. jwettaq kors ta' taħriġ in-house stabbilit mid-Dipartiment tal-Patoloġija;
- viii. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fl-Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa;
- ix. kwalunkwe kompitu ieħor relevanti li s-superjur jista' jiddelega lilu/ha, kif jista' jkun mehtieġ;
- x. kwalunkwe dmir ieħor relevanti hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Phlebotomist/Phlebotomy Technician



OFFICE OF THE DEPUTY PRIME MINISTER AND MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. reads the clinician's requests and identifies the proper specimen bottles needed for the tests requested;
- ii. collects blood specimens including Blood Cultures from the patients into the appropriate containers and labels the specimens correctly;
- iii. uses the hospital / care facility IT system to view and acknowledge requests for venepuncture and prints the required labels and documentation thereof;
- iv. accurately performs venepunctures and skin punctures, ensures proper specimens for testing (e.g. avoiding haemolysis), as well as observes all the necessary safety precautions;
- v. transports the specimens to the laboratory reception as soon as possible after collection;
- vi. carries out duties in different clinical areas as assigned and determines by the exigencies of the service;
- vii. undertakes an established in-house training course provided by the Department of Pathology;
- viii. makes use of the Information Technology systems which may be in operation within the Office of the Deputy Prime Minister and Ministry for Health;
- ix. undertakes any other relevant tasks, which the superior may delegate to him/her, as may be required;
- x. any other relevant duties as directed by the Principal Permanent Secretary.